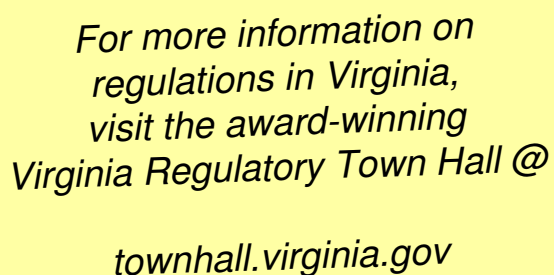


# Petitions for rulemaking

A "petition for rulemaking" is simply a request by a person(s) to an agency/board to develop a new regulation or amend an existing regulation.

Source: Section 2.2-4007.A of the Code of Virginia



For more information on regulations in Virginia, visit the award-winning Virginia Regulatory Town Hall @ [townhall.virginia.gov](http://townhall.virginia.gov)

## Regulatory process:

Submit to the agency/board a letter/email that includes the following:

Though not legally required, be sure to include the phrases, "Code of Virginia Section 2.2-4007.A" and "petition for rulemaking" so that an agency is sure to know how to handle your request .

The reason(s) why you wish to change an existing regulation or create a new regulation, (if an existing regulation, include the Virginia Administrative Code citation, e.g., 1 VAC 2-30)

Cite the legal authority of the agency/board to take the action requested, e.g., Code of Virginia § 12.3-45, i.e., the language that says a board or agency can or must promulgate regulations.

Within 14 days of receiving your request, the agency/board must send a notice with your name, the nature of your request, and its plan for handling your request to the *Virginia Register*.

Once this notice has been submitted to the *Virginia Register*, it will appear on the Town Hall website at [townhall.virginia.gov](http://townhall.virginia.gov)

Request for rule change is published in the *Register* ([register.state.va.us/issfiles.htm](http://register.state.va.us/issfiles.htm))

21-day public comment period also begins on this date

Within 90 days, the agency issues a written decision to grant or deny your request (unless the agency/board has not met within the 90-day period, in which case it must provide a written decision no later than 14 days after it next meets).

The agency's decision must include its reasons for taking action or no action and be published in the *Register*. The agency's decision also appears on the Town Hall.

Note: Agency decisions regarding requests to change a rule are not subject to court review

